DOCUMENT RESUME

ED 281 542 IR 051 885

TITLE	Professional Development in ARL Libraries. SPEC Kit 51.
INSTITUTION	Association of Research Libraries, Washington, D.C. Office of Management Studies.
PUB DATE	Feb 79
NOTE	86p.; For update of this SPEC Kit, see ED 225 571.
AVAILABLE FROM	Association of Research Libraries, Office of Management Studies, 1527 New Hampshire Avenue, NW, Washington, DC 20036.
PUB TYPE	Collected Works - General (020) -- Legal/Legislative/Regulatory Materials (090) -- Reports - Descriptive (141)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	*Academic Libraries; Foreign Countries; Higher Education; Inservice Education; Librarians; Library Administration; Library Education; Library Planning; *Personnel Policy; Position Papers; Professional Continuing Education; *Professional Development; *Research Libraries; Sabbatical Leaves; *Staff Development; Travel
IDENTIFIERS	Canada

ABSTRACT

This publication includes documents from Association of Research Libraries (ARL) member libraries in the United States and Canada related to professional development activities that emphasize personal and professional growth of individuals rather than job skills. A concise summary of issues related to professional development in ARL libraries precedes the main body of the kit where 28 documents are presented. The documents are divided into three sections: (1) professional development/education (Harvard University, Stanford University, Columbia University, Cornell University, Ohio State University, Washington University, Boston University, and New York Public Library); (2) research, study, and consultation leave (Columbia University, University of Toronto, University of Alberta, University of British Columbia, Syracuse University, Northwestern University, Harvard University, Purdue University, and University of Wisconsin); and (3) travel policies (Washington University, University of Alberta, University of Colorado, University of Massachusetts, University of Missouri, New York University, Purdue University, Stanford University, Texas A&M University, and University of Kentucky). An evaluation form for this ARL Systems and Procedures Exchange Center (SPEC) kit is provided. (KM)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

BEST COPY AVAILABLE

spec

February 1979

Systems and Procedures Exchange Center

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

ED281542

Professional Development

Kit 51

IR051 885

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY
Maxine Sitts

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

The Systems and Procedures Exchange Center (SPEC) is operated by the Association of Research Libraries, Office of Management Studies, 1527 New Hampshire Avenue, N.W., Washington, D.C. 20036. Telephone (202) 232-8656.

OMS
OFFICE OF MANAGEMENT STUDIES
ASSOCIATION OF RESEARCH LIBRARIES 1527 New Hampshire Avenue, N.W. Washington, D.C. 20036 • (202) 232-8656

Duane E. Webster, Director/OMS
Jeffrey J. Gardner, Associate
Deanna B. Marcum, Training Program Specialist
P. Grady Morein, Associate
Maxine K. Sitts, Information Services Specialist

SPEC KIT EVALUATION

The materials in this Kit were collected from a survey of the member libraries of the Association of Research Libraries. They were selected for inclusion here because they are among the best examples received of current management practices in academic and research libraries.

These documents are working tools developed by individual libraries to meet their specific purposes. The materials are not intended to provide models or prototype systems that can simply be copied by other libraries. Instead, these illustrations should stimulate further innovation and improvement in the management practices of academic and research libraries.

We will appreciate your evaluation of this Kit.

* * *

Subject of Kit _____

How useful did you find this SPEC Flyer and Kit?

Very much _____

Quite a bit _____

Somewhat _____

Not at all _____

How did you use these materials?

BEST COPY AVAILABLE

What changes in format or content would improve this service's usefulness to your library?

What topics would you like to see covered in the future?

Date _____

Your Name _____

Institution _____

Address _____

_____

ZIP _____

(Fold, staple, stamp, and mail)

STAMP
PLEASE

TO
Association of Research Libraries
Systems and Procedures Exchange Center
1527 New Hampshire Avenue, N.W.
Washington, D. C. 20036

spec flyer
February 1979, No. 51
OMS
Systems and Procedures Exchange Center

ISSN 0160 3574

PROFESSIONAL DEVELOPMENT IN ARL LIBRARIES

Whether it is viewed as the responsibility of individual staff members or as an organizational fringe benefit that enhances the attractiveness of employment, professional development is supported at over three-quarters of the ARL libraries responding to a recent survey on fringe benefits. Analysis of documents from 91 libraries shows that at least 70 of them are formally supporting professional development activities despite financial constraints which have limited the level of commitment. Whereas an earlier flyer/kit (#18, May 1975) deals with staff development in terms of specific capabilities for library tasks through on-the-job and specialized training, this flyer focuses instead on developmental activities which tend to broaden an individual's knowledge, expertise, capabilities, and professional competence. The emphasis is on personal and professional growth of individuals rather than on job skills.

Most libraries tend to take advantage of university programs, community offerings, professional training firms, intern programs, and other outside resources. Professional development activities as described in ARL member documents include research, writing, consultation, teaching, community service, and attendance and participation at meetings, workshops, seminars, and courses. In most cases, individual staff members take the initiative in deciding which of these activities to become involved in, and organizational support usually takes the form of leave and/or financial assistance. The expense of creating in-house programs and the difficulties of justifying such programs to funding agencies in a time of financial constraint limit the number of libraries offering their own formal professional development programs. However, some libraries have established programs through a professional development committee or the director's office.

Most libraries route professional journals and other literature or set up staff reading rooms to facilitate individual awareness of developments in librarianship, while others sponsor regular seminars or meetings featuring presentations on topics of professional interest. Many libraries sponsor specialized workshops which focus on professional abilities such as communication skills or decision-making. Rotation of job assignments, committee work, and participation in organizational decision-making also are mentioned as contributing to professional development by broadening the perspectives and understanding of participants. While professional librarians and paraprofessionals often receive the highest priority, several libraries are offering opportunities for support staff to upgrade positions through library trainee or internship programs.

In general, either the director or a staff committee allocates support of professional development activities based upon several factors: the amount of available funds, the amount of leave time that can be tolerated by work units, the relevancy of the activity to the individual's career plans, and the staff member's merit and number of years of service. Many libraries require that the person share what is learned with other staff members upon completion of the activity.

The Systems and Procedures Exchange Center (SPEC) is operated by the Association of Research Libraries, Office of University Library Management Studies, 1527 New Hampshire Avenue, N.W., Washington, D.C. 20036. Telephone (202) 232-8656.

RESEARCH, PUBLICATION, CONSULTATION

These activities usually are supported through leave with or without pay, financial aid, or administrative assistance (preparing proposals, securing outside funding). (Sabbatical policies and leaves are discussed in Flyer/Kit #50 on Fringe Benefits). In many cases, the faculty status of librarians enables them to take advantage of university programs: of 80 respondents to the SPEC survey, 64 indicate librarians have faculty or academic status. However, a number of libraries have established their own policies for these activities. Research is named a library-supported activity in responses of 20 libraries, and 14 libraries included policies that support consulting. Publication and research are seen as ways for librarians to serve their profession and their organization as well as themselves. At some institutions, research and/or publication is required of librarians, while at others it is voluntary. Consulting is seen to have the side benefit of enhancing staff members' understanding of new developments and increasing their knowledge of librarianship by allowing them to experience other work environments.

TRAVEL POLICIES

Travel for administrative and research purposes; to attend or participate in meetings, workshops, seminars; or to visit other libraries for professional or educational purposes is supported to at least some extent by three-quarters of the responding libraries. In order to respond to requests for travel funds — which tend to be numerous — libraries often establish staff committees to decide on how monies will be allocated. In other cases, the director makes such decisions in consultation with unit heads and supervisors. Many of the documents refer to the limited amount of travel money, and the policies reflect the libraries' efforts to stretch travel benefits as far as possible. Travel is more likely to be funded when the staff member will be actively participating in a meeting, such as presenting a paper or serving on a committee, and when the activity is related to the person's job responsibilities.

TRENDS

First and foremost, professional development seems to require commitment from individuals seeking to improve their expertise and competence in areas of librarianship. For staff members motivated to grow professionally, there is a general climate of organizational encouragement among ARL libraries which is evidenced by continuing support in the form of leave, funding, and some library-operated programs. However, tight budgets and increasing emphasis on cost-justification are making it difficult for many libraries to offer as much assistance as is requested. The effects of professional development activities upon an organization are not readily visible, nor are they as measurable as other programs. As such, they are frequently easy targets for funding cutbacks, and in any case, support is rarely increased.

Job rotations within a library and national/regional exchange programs among libraries are two ways to become more directly involved in professional development at relatively little cost. Such programs contribute to an individual's growth toward an executive position, and also help a library identify and develop middle managers. National foundation-sponsored internship programs also provide opportunities for at least a few librarians each year to broaden their professional horizons. The Council on Library Resources offers fellowships and management internships, and the new OMS Consultant Training Program provides opportunities for librarians to develop skills in consultation. Libraries also might try working more closely with university development offices to help staff members apply for outside grant funds or research support.

* * * * * *

The SPEC Kit on Professional Development (# 51, February 1979) includes documents on professional development programs; research, publication, and consultation; and travel policies. It is available for $7.50 to ARL members and SPEC subscribers and for $15.00 to all others, prepayment required, from: SPEC, Office of Management Studies, Association of Research Libraries, 1527 New Hampshire Ave., N.W., Washington, D.C. 20036.

ISSN-0160 3574

PROFESSIONAL DEVELOPMENT IN ARL LIBRARIES

KIT #51 - FEBRUARY 1979

TABLE OF CONTENTS

	PAGE
PROFESSIONAL DEVELOPMENT/EDUCATION	
Professional Development, Harvard University	1
Staff Development Plan, Stanford University	3
Professional Staff, Columbia University	5
Staff Development, Cornell University	8
Sponsored Workshop Program, Ohio State University	10
Tuition Benefit Program, Washington University	14
Library Administrative Regulations, Stanford University	16
Library Trainee (Intern) Program, Boston University	19
Personnel Circular Number 1, New York Public Library	20
RESEARCH, STUDY, AND CONSULTATION LEAVE	
Handbook for Librarians, Columbia University	25
Research and Study Leave, University of Toronto	31
Professional Development Leave, University of Alberta	33
Study Leave, University of British Columbia	34
Study Leave, Syracuse University	36
Leave of Absence, Northwestern University	40
Teaching and Consulting, Harvard University	41
Permission to Engage in Outside Activity, Purdue University	42
Leave of Absence, University of Wisconsin	43

PAGE

TRAVEL POLICIES

Travel Policy, Washington University 44

Staff Travel, University of Alberta 45

Travel Committee, University of Colorado 51

Travel, University of Massachusetts 58

Travel, University of Missouri 60

Travel, New York University 62

Travel Guidelines, Purdue University 64

Expense Reimbursement for Attendance at Professional Meetings and Development Programs, Stanford University 66

General Guidelines for Travel Fund Allotments, Texas A&M University 68

Travel, University of Kentucky 72

PROFESSIONAL DEVELOPMENT/EDUCATION

Harvard University

IV. PROFESSIONAL DEVELOPMENT

Each Harvard librarian is appointed to a specific position within the Library; the successful performance of the tasks of that position is the librarian's primary responsibility. However, the effectiveness of the individual librarian and the quality of the University Library are improved by continuing professional education, scholarly research and investigation, and participation in professional organizations. Thus, each Harvard librarian is expected to improve his or her capabilities through such means. As explained in Section II, these activities will be taken into account when the librarian is considered for promotion.

A. Continuing Education

The Boston area offers a great variety of both formal and informal educational opportunities. A good source of information is *Educational Opportunities of Greater Boston*, published by the Educational Exchange of Greater Boston. (The latest edition is available at the Widener Reference Desk.)

In addition to formal courses, such as those described above under the Tuition Assistance Plan, librarians are encouraged to take advantage of short courses, workshops, seminars, etc. that update their knowledge or add new skills. These include such local offerings as sessions on supervisory skills conducted by the University Personnel Office, lectures and seminars sponsored by the Library Committee on Professional Development, and mini-courses offered outside the University. The professional associations (local, regional, or national) sponsor a variety of educational activities.

Normally, released time is provided librarians for continuing education activities that fall within the working day and contribute to the professional development of the individual.

Some Harvard libraries arrange for the internal circulation of professional journals to increase opportunities and to encourage staff to read these journals.

B. Conference and Meeting Attendance

Attendance at and participation in conferences and meetings of a professional nature are a normal activity of the staff of a large research library. Thus, it is the policy of the University Library to encourage and assist staff to attend conferences, meetings, workshops, seminars, and other programs of a professional nature, whether held within or outside the University and during or outside of the working day. However, attendance must be adapted to the individual's work responsibilities. Staff members should consult with their supervisors concerning such attendance. In addition, some libraries may require written application for an absence of more than one day or for financial assistance.

In addition to providing released time when appropriate, the library concerned also will give financial assistance to the staff member upon consideration of the following factors: availability of funds, frequency of the individual's requests, participation of the individual in the program to be attended, and applicability of the program to the professional growth of the individual and his or her responsibilities in the Library. As the amount of financial assistance and the type of meeting for which assistance is given vary among Harvard libraries, staff members should consult with their supervisors.

Uniform practices in regard to meeting attendance and financial support cannot be maintained from year to year and among all Harvard libraries due to differing rules among Faculties, uneven budget capabilities, and variable numbers of requests. All Harvard libraries, however, will entertain requests for assistance within the above policies and specific guidelines of individual libraries.

C. Promotions and Transfers

The ranking and appointment system, as described in Section II, is intended to contribute to the professional development of each librarian. Through regular evaluation the librarian is assisted in knowing the quality of his/her performance as a librarian. The review process may also be used to set goals and priorities and, later, to evaluate progress toward those goals. The promotion system provides both recognition and encouragement of growth and increased respon-

sibilities. Properly and fully used by both individuals and administrators, the ranking and appointment system can contribute to the fuller development of the library staff.

In certain positions or under certain conditions, Harvard librarians cannot be promoted in their current positions. This is usually because the duties of some positions are at a particular level and are not expandable; or it may be because the budget of the library will not accommodate continued salary growth. Also, some librarians, like many other persons, want or need different kinds of work while at the same time remaining within the Harvard Library. Moreover, the Library is strengthened by having librarians who have held positions in different units or different operations of the Library. Thus, the policy of the Library to encourage and assist transfers of personnel among the various units or departments contributes to professional development. Such a policy is facilitated by listing all vacancies in *HUL Notes* and the *Harvard University Gazette* and by coordinating the appointment of librarians through the Assistant University Librarian for Personnel. Librarians are thus encouraged to consider applying for vacancies within the Library system.

It should be stated that every effort is made to consider fully and fairly present staff members for vacancies in which they express an interest. However, it is also Library policy to appoint the best qualified candidates available at the time.

D. Professional Leaves

It is the policy of the University Library to encourage and assist librarians in arranging leaves of absence that contribute to professional growth. Examples of such leaves are research, exchange of positions, graduate study, consulting, or teaching. Librarians contemplating such leaves should consider with their supervisors how their duties will be covered during the absences.

E. Other Professional Development Activities

In addition to the categories of professional development discussed above, other types of activities can be equally as important and are encouraged.

The first that should be mentioned is research and investigation, usually resulting in publication. Research is one of the means by which librarians serve their libraries, the readers, and scholarship in general. In a few instances, research forms a regular part of the Harvard librarian's work responsibility. For other librarians, research is a voluntary activity that offers benefits to the Library and contributes to the individual's development. In any case, research is encouraged and supported to the maximum extent possible. Recently, there has been a small annual gift to the Library for support of individual research, given anonymously by a member of the Library Visiting Committee. Librarians may be eligible for other research funds within the University, such as the William F. Milton Fund. Also, librarians are encouraged to apply for funds available from state and federal agencies as well as regional and national organizations.

Committee work in the Library, the University, and the professional associations is another means of career development. Task forces, *ad hoc* committees, work groups, search committees, and standing committees are a standard feature of the library community. It is the policy of the University Library to draw into committee work librarians from all levels and all parts of the Library.

Finally, the professional development of librarians can also be strengthened through service to the community. Such activities may be serving on a town library committee, working as the librarian for a local historical society or institution, lecturing in a library science school, organizing a book sale, or assisting in a hospital library. Of course, the chief reason for such participation is service and should be encouraged on that ground alone. However, the contribution to the professional growth of the individual is not to be overlooked. Thus, Harvard librarians should take the initiative in seeking such opportunities.

13

University Library Council Memorandum #3

STAFF DEVELOPMENT PLAN

This memorandum describes the policy, criteria and procedures used for the Staff Development Program for academic members of the Staff-Libraries.

I. Policy

All libraries at Stanford University may provide either financial assistance or time off or a combination of both to librarians who wish to increase their professional competence and job-related qualifications by pursuing programs leading to graduate academic or professional degrees. This recognizes the changing demands on and growing complexities of academic libraries which require special efforts to maintain effectiveness of library staff.

Funds for this financial assistance are limited and the extent of financial support provided by each library may vary. Funds available to support this program cannot be fixed in advance, and there may be some limitations on the program as a result.

II. Criteria for Approval

1. The proposed program must contribute to the professional and job-related development of the librarian.

2. The librarian's supervisor must determine that the individual's work unit can be adequately staffed during the period of time required for completion of the program. A member of the Academic Staff-Libraries is expected to adjust his/her work schedule to allow for time off needed for class attendance. Normally the Library will allow full-time staff up to ninety hours off in one year to take courses in programs covered by this memorandum; time off for persons working less than full time is prorated, based on this ninety-hour a year allowance.

3. Members of Academic Staff-Libraries must be appointed for at least 75% time to be eligible.

III. Procedure for Application and Approval

The procedure for application for financial assistance varies in each Library at Stanford and details are available from the appropriate Library Director.

The Director of each Library will review all applications and decide on the support to be provided. This decision will be based on fulfillment of the criteria listed in Paragraph II of this document, and is subject to availability of funds.

IV. Reimbursement

This program does not change any existing arrangements under which a librarian can participate in other benefits or staff development opportunities provided by the University or the Library. Refer to Administrative Guide Memo 22.11 for information about the University staff development policies and programs.

The amount of support approved by the appropriate Library Director will be reimbursed by the library upon presentation of proof of completion of a course with a passing grade. Each Director will inform participating librarians of the exact procedure for obtaining reimbursement.

V. Employment Status

Reimbursement under this program does not oblige the recipient to continue employment in the University after completing the degree. The University makes no commitment to change the level of compensation or the rank of a librarian after completion of the degree.

C. Non-University Professional Activities

The University exercises no set control upon an officer's outside activities as consultant, writer, or specialist. But this freedom puts upon the individual an obligation to keep these activities within such bounds that the discharge of his primary responsibility to the University is not impaired.

D. Teaching in the University

On occasion, individual librarians are invited to teach in one or another school of the University. Normally, full-time members of the professional staff above the beginning level or grade will be able to accept such an assignment on a continuing basis only if it is made an integral part of the individual's University duties. Ideally, such assignments would be held to one course per year, but it is possible that a one course per term assignment as a maximum might on occasion be worked out. The individual would receive one salary from the University, with the library budget covering the bulk of the salary cost and the school or department budget the balance. The actual proportions would be worked out by the Libraries and the concerned school or department and governed by the number of courses, hours, etc. Any such continuing arrang ment would require the approval of the appropriate Division Head and the University Librarian.

Under exceptional circumstances and to meet specific short term needs, alternate arrangements might be made, but such action would not modify the general policy noted above.

E. Staff Development

1. Orientation

Orientation programs are scheduled for new staff members to provide them with information on the history, resources,

organization, programs, and objectives of the University Libraries. They include structured combinations of lectures, audio-visual presentations, and discussions. The programs include presentations by the chairpersons of the standing committees and the Library Senators.

2. Job Training

The operations of a research library are complex and require varying degrees of on-the-job training, depending on the nature and complexity of the assignment. All supervising librarians are involved in near continuous on-the-job training for new or recently appointed staff members. The amount of time new staff members spend in on-the-job training varies in relationship to the nature of the assignment.

3. Professional Conferences

Travel funds are available for members of the professional staff who wish to attend professional conferences. Because of the number of professional association programs and conferences held each year and the variation in expenses because of location, full or partial financial assistance is determined after review of requests and in the context of available funds and library priorities. At the beginning of each fiscal year, staff members are asked to submit requests for leave and travel assistance through the appropriate administrative channels. (See Appendix G for policies and procedures concerning requests for leave and travel assistance.)

To encourage participation of beginning librarians in professional activities, funds are generally made available to help cover travel and limited per diem expenses for one or more professional staff members to attend a major professional conference. The Representative Committee of Librarians is asked to make recommendations after reviewing applications from interested staff members with less than five years of service and who have not previously attended such a conference.

4. Workshops and Seminars

From time to time, in-house workshops and seminars are held to improve intralibrary communications, to improve the staff's understanding of library programs and objectives, and to develop skills necessary for the performance of various work functions.

The professional staff is encouraged to participate in staff development activities sponsored by professional organizations and other agencies. Staff members may be asked to attend specific workshops, seminars, or institutes at the expense of the Libraries. Whenever possible, funds are made available to individuals who initiate requests for assistance to participate in such activities. These requests should be made through the appropriate administrative channels.

5. Research Leaves

The Libraries provide professional librarians with paid leave in order to provide periods of time for concentrated research or

investigation of substantive topics of professional significance. Requests for professional leave should be submitted through the appropriate channels to the Assistant University Librarian for Personnel and should include a thorough description of projected work, a request for a specific period of leave time (normally not to exceed four months) and evidence of administrative approval verifying that such leave will not have an unacceptable effect on library services and operations. Prior to final decision by the University Librarian, proposals will be assessed in terms of their potential for enhancing professional performance by appropriate library and University groups or individuals. Because it is the intent of this program to enable individuals to capitalize on and enhance professional competence, it is noted that paid leaves will not be granted for the purpose of attending graduate school and that formal reports or publications will normally be required as evidence of project completion.

Normally, those requesting leave should have been full-time members of the professional staff for five years prior to the date of any proposed leave. Acceptance of a research leave implies intent to return to full-time status at the end of the leave period.

Because the research leave program has budgetary implications, requests should be submitted a year prior to the proposed date. The number of individuals on leave during any year will necessarily be controlled by operating and financial realities. Normally an aggregate of no more than 24 months of leave time for the total professional staff will be approved in any given year.

6. Participation in Decision-Making

Various efforts are made to provide staff members with opportunities to participate in the establishment of library policies and objectives. Staff input in the decision-making process is obtained formally through the Professional Advisory Committee, the Professional Review Committee, various ad hoc and standing committees and task forces and through meetings and discussions at the unit level, as well as informally through the Representative Committee of Librarians.

7. Tuition Exemption

The University's tuition exemption program for members of the professional staff is described in Section IV.A. of this handbook.

Cornell University

The University Libraries

STAFF DEVELOPMENT

Flexible staff development programs have been designed to create an organizational environment that encourages the self-fulfillment and career growth of the professional staff.

ORIENTATION. Orientation is an attempt to define the role and scope of the Libraries, to describe their history and organization, and to develop an awareness of the Libraries' resources, facilities, and operations. Soon after new appointees begin work, they are given orientation training. These sessions extend to fifteen or more hours and include structured combinations of lectures, video-taped presentations, discussion groups, tours and social functions involving older staff members.

JOB TRAINING. The operations of a research library system are complex, and few assignments can be accomplished without on-the-job training. All department heads and unit supervisors, or their designated trainers, are involved in near continuous on-the-job training processes for new or recently appointed staff members. The amount of time new staff members must spend in on-the-job training is determined by the supervisor and understandably varies widely from one assignment to another. This effort is facilitated in most departments and libraries by the maintenance of up-to-date procedure manuals.

PROFESSIONAL CONFERENCES. Travel funds are available to Cornell librarians who wish to attend professional conferences. Equitable distribution of travel funds is facilitated by a survey in July of plans to attend conferences during the subse-

quent twelve months by all librarians. Available funds are then allocated equally on a pro rata basis for reimbursement of up to two-thirds of expenses if one is participating in a conference as a speaker or officer and up to one-third of expenses if one is not participating. Absences to attend conferences must be coordinated by department heads to assure continuation of essential Library services.

WORKSHOPS AND INSTITUTES. Two kinds of workshops and institutes are available to Library staff members.

In-house workshops are sponsored from time to time by both the University and the Libraries. They may be skill-oriented, management-oriented or they may be scholarship-oriented.

Out-of-house workshops are sponsored by professional organizations, government agencies, industries, and others. Except when specifically requested to do so by the Library directorate, staff members may attend such workshops on terms similar to those described under "professional conferences."

COURSE WORK. Except in cases where it is not in the best interest of the Libraries, staff members are encouraged to take University courses that will improve job performance. Such job-related courses may be taken for credit without charge and without making up time. Courses that are not job-related may also be taken, but in such cases tuition is paid, and time is made up. Courses are deemed to be job-related when so designated by the staff member's department head and approved by the University advisory committee. Maximum allowable course work per term is four hours. Course audits may be arranged.

DEGREE PROGRAMS. Librarians with a year or more of service may apply for permission to undertake formal degree programs within Cornell University to improve their individual competence and effectiveness in their work. All applicants are screened by a University review board and a number are approved each year. Payment of tuition and fees is waived for successful applicants.

STUDY LEAVES. Leaves for purposes of advanced study or other professional growth experience may be granted without

salary for periods of up to one year upon application through the director of Libraries to the president. Under special circumstances a librarian may apply for research leave with salary when the purpose of his or her project is clearly to increase the value of service to the University. Letters of application for research leave, outlining the purpose and plan of the project, must be submitted to the director of Libraries prior to the term preceding the term during which leave is desired. Depending upon the period of absence requested, research leaves must be approved either by the president or by the Board of Trustees.

PARTICIPATION. The Libraries attempt to provide structured and unstructured opportunities for staff members to participate in Library goal determination, the setting of performance standards, and decision making. Among formal mechanisms for eliciting widespread staff participation are the Academic Assembly, the use of a large number of elected and appointed task-oriented committees and work groups, and encouragement of staff-wide discussions at the unit and department levels.

Ohio State University

OSU Communication

Library-Sponsored Workshop Program

Subject ARL Workshop

Date February 15, 1979

From Neosha Mackey, Personnel Librarian

To Library faculty and A&P

We have scheduled an ARL Workshop for Monday and Tuesday, March 19 & 20. The Workshop will be titled "Communication and Group Decision-Making" (outline attached) and will run from 9am to 5pm each day. Room 2038B in Drake Union has been reserved for this meeting.

Again, we can only have 40 participants and the Charge per person is $25. Please complete the bottom part of this memo and return to me with your check for $25 by Friday, March 9. Thank you.

Name _____

Department _____

Enclosed is my check for $25 for the ARL Workshop to be held March 19 & 20. Make checks payable to: OSU Libraries. Return to Neosha Mackey by March 9.

See reverse side for addressing
The Ohio State University
Form 701—Rev. 5/76. Stores 53805

NOTES:

Reservations are accepted on a first come basis.

Faculty were first surveyed as to particular interest and the results tallied. Communications and group decision-making were tied for 1st and 2d place; therefore, a combined program was developed.

Most of the cost of the program is covered by the $25 fee but there are some expenses for which the Library must provide additional funds.

OHIO STATE UNIVERSITY LIBRARIES
COMMUNICATION AND GROUP DECISION-MAKING WORKSHOP

March 19-20, 1979

Monday, March 19

Morning
9:00 - 12:00 noon

Introduction and Overview

Personal Effectiveness through Communication Skills

- o Supportive vs. Defensive Behaviors
- o Exercise

Coffee Break

- o Interpersonal Communication Case Study

Lunch

Afternoon
1:30 - 5:00 p.m.

Organizational Communication

- o Impact of structure on information exchange and emergence of leadership
- o Characteristic communication patterns
  - one-way
  - two-way

Coffee Break

Communication in Groups

- o Group exercise

Tuesday, March 20

9:00 - 12:00 noon

Styles of Decision-Making

- o Lecturette
- o Case Studies

Coffee Break

Group Decision-Making Exercise

- o Reaching Consensus
- o Group effectiveness

Lunch

1:30 - 5:00

Team Building

- o Effective group behaviors

Coffee Break

Applications of exercises to "real" situation

To: Library Faculty & A&P

From: Neosha Mackey, Personnel Librarian & Committee on Continous Education

Subject: ARL Workshops

Below is a list of possible ARL Workshops similar to the one in September in that they are each 2 days long. We have tentatively reserved March 19 & 20 as days to have another one. As for the one in September, there would be a $25 charge per person.

Please indicate, by numbering, your first through sixth choice and whether you would like to attend. We will tally the results and get back to you as soon as possible.

Rank

____ a. Communication Skills
focuses on those interpersonal and organizational skills needed in order to listen, to hear, and to effectively communicate with staff.

____ b. Communication and Decision-Making
assumption is that we must understand one another before we can decide; emphasis on decisions made in groups or committees.

____ c. Group Dynamics
looks at the interaction of people working in groups; concentrates on ways of achieving collaboration and cooperation.

____ d. Career Planning
a structured approach to helping individuals assess what they want from a job and how to reach some of those goals.

____ e. Interviewing Skills
a "how to" workshop on interviewing prospective staff

____ f. Performance Appraisal
Uses a goals-based approach to establishing a procedure for reviewing performance to contribute to organizational effectiveness.

Would you attend a workshop? yes____ no____

Name_____ Department_____

Return to Martin Goldsmith - MIC by Friday, December 1, 1978.

WASHINGTON UNIVERSITY LIBRARIES

TUITION BENEFIT PROGRAM

PURPOSE:

Staff members are encouraged to take job-related courses offered by Washington University, or other area institutions if courses are not available at this University. The successful operation of a university library with its many patterns of activity and service requires a broad spectrum of skills and knowledge; thus, the Library interprets the term "job-related" in a broad sense.

These courses are recognized as a significant aspect of the staff member's continuing education, supplement on the job training and contribute to effective job performance and career development in the Library system. Some of these courses may be pre-requisites for advancement to higher level positions.

The Library's tuition benefit program is intended to parallel and complement the University tuition benefit program.

ELIGIBILITY REQUIREMENT:

Only full-time staff members who have completed satisfactorily their first year of service are eligible.

PROCEDURE:

A staff member desiring to take a course with subsequent tuition reimbursement submits an application form to his department head indicating why he/she wishes to take the course and specifically how the course fits into his/her educational plan or assists in meeting his/her educational goal. The department head forwards the application to the Administrative Office indicating recommendation for approval or disapproval.

The Library Personnel Policy Advisory Committee meets several days following the official deadline for the submission of applications for course enrollment. Each application is reviewed using the criteria cited below. The applications tentatively approved will be assigned ratings of "one", "two", or "three" in descending order of merit with "one" being the highest. If funds are not sufficient to enable the approval of all applications, those rated highe t will be approved until available funds are committed. All applicants will be notified promptly by the Administrative Office concerning the approval/disapproval of their applications.

CRITERIA:

1. Job performance (department head recommendation for approval will indicate satisfactory job performance).

2A. Job-relatedness; how course relates to present position. (This is to be indicated on request form).

2B. Educational plan or goal (Requestor should indicate on request form why he wishes to take the course; how it fits into his educational plan or goal; what the educational plan or goal is.)

The Library pays one-half the tuition (but not more than $75) for an approved course taken on the Hilltop Campus or elsewhere in the St. Louis area if not available here. Reimbursement by the Library will be made upon completion of the course with a grade of C or better. The University waives the first 50% of tuition for courses taken in the School of Continuing Education.

RESTRICTIONS:

No request for reimbursement will be accepted from those taking graduate courses who are registered as Ph.D. candidates. Otherwise, requests to take both graduate and undergraduate level courses will be considered. (Preference will generally be given to applicants who do not have either a junior college certificate or the bachelors degree.) No more than three credit hours may be taken with reimbursement and/or tuition waiver during a semester or summer session. Courses will ordinarily be taken in the School of Continuing Education; however, if not available in the SCE, courses may be taken in any division of the Hilltop Campus. Unless the Library has requested that the staff member take the course, time taken from the regular work schedule for attendance must be made up.

LIBRARIAN TRAINEE PROGRAM

This program, instituted several years ago to assist staff working toward the master's in library science, has been suspended because of present and anticipated constraints on the Library's budget.

THE STANFORD UNIVERSITY LIBRARIES

November 10, 1976
(Revised from 3/31/75)

LIBRARY ADMINISTRATIVE REGULATION NO. 17

This regulation describes the policy, criteria and procedures used for the tuition reimbursement program of the Stanford University Libraries.

I. Policy

The Stanford University Libraries provides financial assistance to staff members who wish to increase their professional competence or job-related qualifications by pursuing programs leading to graduate academic or professional degrees.

This program recognizes the need for staff members who are highly trained in both technical and subject areas in order to carry out effectively the service programs of the University Libraries.

II. Criteria for Approval

1. The proposed program must contribute to the professional or job-related development of the individual.
2. The Department Chief must determine that the individual's work unit can be adequately staffed during the period of time required for completion of the program. The Library allows full-time staff members up to 90 hours on library time each academic year to take courses for credit; time off for persons working 75% time is prorated based on the 90 hour limit.
3. Members of the Academic Staff (Libraries) must be appointed to a continuing status for at least 75% time in the

University Libraries; members of the regular staff must have completed at least three years of service in the University Libraries for at least 75% time.

III. Procedure for Application and Approval

1. A staff member who wishes to apply for financial assistance under this program should submit to his/her Department Chief a fully developed plan for a program leading to a graduate degree at any educational institution. This plan should include an outline of the courses required, the time schedule for completion of the program and an estimate of cost. Each applicant should discuss his/her plans with the Department Chief as early as possible during the formulation of the program. The staff member must also append to the plan a copy of the notice of acceptance to the specific graduate program.

2. Based on the proposal submitted by the staff member, the Department Chief will review the plan and submit a written recommendation to the appropriate Assistant Director regarding financial support. The criteria listed in Paragraph II of this document should be evaluated by the Department Chief in the written recommendation.

3. The Assistant Director will review the application, discuss the matter with the applicant if necessary and appropriate, and forward the application with a written recommendation to the Director of Libraries who will

review the application and make a decision as to Library support. This decision will be based on fulfillment of the criteria listed in Paragraph II of this document and is subject to availability of funds. Funds available to support this program cannot be fixed in advance, and there may be temporary limitations on the implementation of the program as a result.

IV. Reimbursement

This program does not change any existing arrangements under which the staff member can particpate in other benefits or staff development opportunities provided by the University or the Library. Refer to Administrative Guide Memo 22.11 for information about the University staff development policies and programs.

The amount of support approved by the Director of Libraries will be reimbursed upon completion of a course with a passing grade. The official tuition receipt, transcript and Staff Training Assistance Program application (PER-3) must be submitted to the Library Personnel Officer at the end of each term.

V. Employment Status

Reimbursement under this program does not oblige the recipient to continue employment in the University Libraries after completing the degree.

The University Libraries makes no commitment to change the level of compensation or the classification of a staff member after completing the degree.

BOSTON UNIVERSITY
LIBRARY TRAINEE (INTERN) PROGRAM

February 1978

Candidates who meet the eligibility requirements listed below may complete an application form and submit it to the Chairperson of the Library Trainee (Intern) Program along with a statement of recommendation and agreement from the Head of the Department in which the applicant is employed.

The number of Library Trainees accepted at any given time will depend on the funds available in the Tuition Remission Fund budget and from the Albert Roy Scholarship Fund.

Selection for the Program will be made by a three person committee.

All applicants are interviewed and the decision based on the Committee's overall assessment of the applicants' abilities. When all other factors are equal an internal candidate (with experience in Boston University Libraries) will be given consideration over a candidate newly employed or being considered for employment by the library.

ELIGIBILITY

The candidate must have a bachelor's degree and be admitted to the Simmons Graduate School of Library Science program leading to the Master's degree in Library Science.

The candidate must be accepted for a position on the Boston University Libraries staff.

A candidate currently on the library staff may become eligible for the Library Trainee Program upon admission to Simmons Library School.

The candidate must also accept the requirement to remain at Boston University Libraries during the period of attendance at the Graduate Library School.

BENEFITS

One-half the tuition costs per semester will be paid directly to the Simmons Library School upon satisfactory completion of the courses.

Those who find it a hardship to pay the tuition initially, may inquire as to the availability of funds in the David Bonnel Green non-interest loan fund.

Library trainees will be allowed 70 hours of class time per year.

Vacation follows the normal pattern for other employees on the bi-weekly payroll.

Mary Crowe
Thomas Danisiewicz
Catherine Moulton, Chairperson

Outside Employment

Incidental and occasional work of a professional or technical nature sometimes improves a Library staff member's efficiency and knowledge. However, additional jobs which are strenuous or too time-consuming are likely to do the opposite; undertaking such work, therefore, is discouraged. Before accepting an extra job, a staff member should discuss the reasons and benefits with the immediate supervisor. Such work should not be accepted if it will conflict with the staff member's work schedule at the Library.

Assignments, Promotions, and Transfers

Staff are assigned to positions for which they are judged qualified, in keeping with the Library's needs and goals. Individual travel requirements, personal schedules and other pertinent situations are taken into account, but it is not possible to assure an individual of a specific assignment or to guarantee that an assignment will be permanent, unchanged, or continued for a particular period.

It is Library policy to announce in Staff News and to distribute job memoranda of all currently anticipated vacancies which may enable a staff member to advance. Brief notices are also placed in Staff News notifying staff members of non-promotional, beginning level vacancies. Staff members are invited to apply for an opening for

which they are qualified by completing the appropriate application form, copies of which are available in all units. The qualifications of these applicants, including any who wish to apply on a transfer basis, are carefully reviewed prior to decision.

Transfers (i.e., changes in assignment without substantial change in type of work, title, or salary) are sometimes arranged to provide staff members with a variety of experience and training and to permit individuals to demonstrate readiness for promotion. In some instances, it is necessary to transfer staff to meet emergencies or to carry out reorganization or budget-related matters. A staff member interested in a transfer when a suitable position has or has not been announced, for such reasons as gaining other experience or changing the direction of career, is encouraged to discuss the possibilities with the immediate supervisor and, as appropriate, with the Personnel Representative.

In-Service Training

LIBRARY-WIDE ORIENTATION PROGRAMS are held several times a year. These programs enable new staff members to meet the Library's executive officers, to learn more about the Library's overall organization and activities, and to visit units of the Library's Central Building. There is an additional program for new staff members in The Branch Libraries that explains the functions and policies of that division.

ON THE JOB TRAINING is the responsibility of each work unit to which a new staff member may be assigned. The size of the unit and the staff member's work assignment determine whether the training is provided by the supervisor or by someone assigned the training responsibility in the unit.

TRAINING SEMINARS are conducted by The Branch Libraries and The Research Libraries on a regular annual schedule, to provide for the professional development and advancement of librarians, librarian trainees, and technical assistants. In The Branch Libraries, attendance at these seminars is a prerequisite for promotion. A program

Academic Study

Staff members are encouraged to pursue academic studies, particularly when they are related to the Library's work or the individual's position in the Library. Any course or courses taken should not interfere with the satisfactory maintenance of the staff member's work and attendance schedules. If practicable, a staff member's work schedule can sometimes be adjusted to accommodate the school schedule for such courses. Any need for adjustment should be discussed in advance with the supervisor.

Scholarship and Loan Program

Staff members who are candidates for the graduate degree in library science are eligible to apply for scholarship assistance. Staff members who are interested

in taking a graduate course or courses in a field other than library science, or who are interested in acquiring or improving clerical, secretarial, or language skills are also eligible to apply. Courses or classes in these non-library science areas must be related to the staff member's present position, or enable the individual to qualify as an applicant for a higher position within the Library. Applications are invited by announcements in Staff News. When funds are available, awards are made for the Fall, Spring, and Summer semesters of each academic year. It is not the Library's policy to grant scholarship assistance for regular undergraduate or similar studies.

The Library's Scholarship Program for staff members is administered by a committee that includes representatives of The Research Libraries, The Branch Libraries, the Staff Relations Office, and other units in the Library.

Interest-free loans, repayable through regular salary deductions are also available to staff members who meet the requirements for scholarship assistance, whether or not a scholarship has been requested or granted.

Certification of Librarians

The Department of Education of the State of New York requires that persons serving in librarian positions in a public library be certified for such service. Graduation from a library school is one of the requirements for certification.

There are more than fifty graduate library schools accredited by the American Library Association and approved by the New York State Department of Education. Graduates of these schools, and of other graduate library schools in this area which are approved by New York State, may be appointed as librarians to the staff of The New York Public Library. (A graduate of any other library school may submit credentials to the New York State Department of Education for evaluation and if granted either a Provisional or Professional Certificate, may be considered for

appointment as a librarian to the staff of the Library. The person concerned with possible certification should write directly to the Division of Library Development, New York State Department of Education, Albany, New York 12210.) Detailed information concerning education, including available transcripts and paid employment as a librarian, should be sent.)

On application, a New York State Public Librarian's Provisional Certificate, valid for four years, is granted to the new librarian who is a graduate of either an American Library Association accredited or New York State Department of Education approved library school. The permanent Professional Certificate may be obtained, without examination, on satisfactory completion of two full years of acceptable professional experience. A modest fee, paid by the staff member, is charged by the State for the Professional Certificate. Applications, available in the Staff Relations Office, need not be completed until the first day of employment. However, the prospective staff member should not defer a request to the Library school that a transcript be sent to the Assistant Staff Relations Officer at an early date if the degree has been awarded or, if not yet awarded, as soon as it is possible for the school to certify that the requirements have been met and the degree will be awarded at a future specific date.

Conferences

It is in the interest of the Library to permit and to encourage staff members to attend meetings of library associations and other professional groups to which they belong. A staff member wishing to attend such a conference is encouraged to request permission well in advance. If the request is approved, the staff member will be excused from regularly scheduled work time. The Library's response takes into consideration various factors, such as the effect of the absence on services, the possible value of the meeting, and the number of other staff members who may wish to attend. When funds are available, an allowance toward expenses may be granted.

RESEARCH, STUDY, AND CONSULTATION

COLUMBIA UNIVERSITY LIBRARIES

Leave and Travel Policy for Professional and Continuing Educational Activities

This policy applies to full-time professional staff members on Presidential and Trustee Appointment and reflects recommendations made in 1974 by the Representative Committee of Librarians and the Professional Review Committee.

I. Policy

A. The philosophy underlying the participation of staff in professional activities and continuing education programs is as follows:

1. It is the policy of the University Libraries to foster participation in important and productive professional activities and to encourage maintenance and further development of established specialized subject competence and distinctive professional expertise. The objectives sought through the implementation of this policy include the improvement of library performance by the extension of staff capabilities and the professional development of those who, individually and collectively, determine the quality of the University Libraries.

2. There should be reasonable flexibility in all library divisions in setting staff schedules to accommodate professional and educational needs. At the same time, these educational and professional activities must not jeopardize library services or performance standards.

3. It is assumed that each individual will exercise critical and continuing judgment as to what is truly important and productive among an almost infinite variety of possible professional activities.

4. The amount of time needed for a single course, a special program or lecture, or a professional meeting will normally be worked out with the appropriate administrative officer in light of each individual's professional obligations to the University Libraries and the rights of other staff members.

B. The following should be considered when requests are made for short-term leaves and for full or partial reimbursement of directly related expenses. The sequence of these factors is not intended to indicate an order of importance, nor should the factors be considered all inclusive.

1. The extent of the individual's program or committee responsibilities:

2. The relevance of the activity to the individual's professional development;

3. The relevance of the activity to the University Libraries;

4. The quality or value of the activity.

II. Short-Term Leaves

A. Definition. Short-term leaves are leaves with pay for periods of time ranging from a few hours up to one week, in the case of certain professional association conferences. Generally, such leaves will involve less than half a day.

B. Purpose. Short-term leaves are for the purpose of participation in institutes, seminars, continuing education programs, and similar professional activities which have direct relevance to an individual staff member's functional assignment or which provide opportunity for professional development.

C. Procedure (Submit on Form A3).

1. Requests for short-term leaves only. Such requests are to be submitted by the staff member through the appropriate administrative channels to the Librarians of the Distinctive Collections (Avery, East Asian, Law, Health Sciences, Rare Books and Manuscripts),the Directors of Resources, Services, or Support; or the Assistant University Librarians (Personnel, Planning), who are authorized to approve requests for short term leaves. Requests which include application for financial assistance or reimbursement for transportation registration; or other fees should be submitted through the appropriate administrative channels at least two weeks in advance and promptly forwarded to the Assistant University Librarian for Personnel.

NOTE: Staff members with committee and other on-going commitments with professional associations, should see Section IV.C. for the procedure for submitting such requests.

D. Reimbursement. When feasible, full or partial reimbursement may be authorized by the Assistant University Librarian for Personnel in accordance with the guidelines in Section I.B. The record of prior financial assistance received by the individual will be taken into consideration.

E. Record of Leave. Short-term leaves are to be reported on the "Quarterly Report of Vacation and Leave" (A43.1).

F. Report of Activity. Staff members may be asked to present an oral or written report on their professional activities, and they are encouraged to share informally their experiences and insights with other members of the staff.

III. Other Leaves

Requests for leaves for educational or professional activities which exceed one week should be referred to the Assistant University Librarian for Personnel through the appropriate administrative channels well in advance of the time period involved.

IV. Funds for Travel and Related Expenses (Submit on Form A3)

Since funds for travel and related expenses are limited, priorities governing their allocation are necessary. The Assistant University Librarian for Personnel is authorized to review applications and approve expenditures for this purpose.

A. Official business. Individuals conducting official business for the University Libraries receive full coverage for travel and living expenses within established limits. Activities included in this category are those directly related to functional responsibilities, such as recruitment and site visits, participation in institutes, specialized conferences, or meetings which are central to current library activities.

B. Designated representatives. Individuals in this category are those designated as formal representatives of the Libraries at an institute, workshop, conference, or meeting which is concerned with matters or issues significant to the operations or interests of the University Libraries.

1. Procedure. Librarians of the Distinctive Collections; Directors of Resources, Services, and Support; and the Assistant University Librarians should submit the request to the Assistant University Librarian for Personnel at least two weeks in advance (three weeks, if a travel advance is requested).

C. Professional association conferences. Because of the number and variety of professional association programs and conferences held each year and the variation in expenses because of location, full or partial financial assistance will only be provided after review of requests and in the context of available funds and library priorities. As with financial assistance for continuing

education activities, previous financial assistance received by individuals will also be taken into consideration. At the beginning of each fiscal year, the Librarians of the Distinctive Collections; the Directors of Resources, Services, and Support; and the Assistant University Librarians will be asked to survey staff in their units who have definite plans to attend professional association conferences and meetings because of committee or other on-going commitments.

D. Support of Beginning Professionals. To encourage participation of beginning librarians in professional activities, funds to cover travel and limited per diem expenses for one or more professional staff members to attend a major professional conference will be made available when possible. The Representative Committee of Librarians will be asked to make recommendations after reviewing applications from interested staff members with less than five years of service and who have not previously attended such a conference.

E. Record of Leave. Leave time is to be reported on the "Quarterly Report of Vacation and Leave" (A43.1).

F. Report of Activity. Staff members may be asked to present an oral or written report on their professional activities, and they are encouraged to share informally their experiences and insights with other members of the staff.

V. University Travel Policy Booklet

Instructions governing travel and procedures for completing a travel voucher are explained in the booklet "University Travel Policy. Specific questions should be referred to Ms. Florence Parlakian, 309 Butler Library (ext. 3823).

COLUMBIA UNIVERSITY LIBRARIES

Application for Professional Leave and/or Travel

...SEE INSTRUCTIONS ON VERSO...

I. NAME & UNIT _____

LEAVE TIME REQUESTED: _____

PURPOSE OF REQUEST:

SIGNATURE: _____ DATE: _____

II. IF FINANCIAL REIMBURSEMENT REQUESTED, PROVIDE ESTIMATE:

III. ADMINISTRATIVE RECOMMENDATIONS

Name: _____ Initials & Date: _____

RECOMMENDATION:

Name: _____ Initials & Date: _____

RECOMMENDATION:

Name: _____ Initials & Date: _____

RECOMMENDATION:

IV. FORWARD COMPLETED APPLICATION TO: Assistant University Librarian for Personnel
317 Butler Library

A3(1074)5C

029

INSTRUCTIONS

Prior to completing this application, see "Leave and Travel Policy for Professional and Continuing Educational Activities, "Appendix H of the "Professional Staff Handbook."

SECTION I:

- Completed by the applicant.
- Under "Purpose of Request," please be specific. Indicate nature of activity, involvement (e.g., committee member or chairman, speaker, panel member, etc.), and relevance of activity. See I.B. of "Leave and Travel Policy."

SECTION II

- Completed by the applicant.
- If financial reimbursement is involved, estimate the total costs for various expenses (e.g., registration fees, travel, hotel accommodations) and the amount of reimbursement or assistance requested.

SECTION III:

- The appropriate administrative officers are to review the request and to specify the reasons for their recommendation.
- If the applicant is being sent on official business (e.g., recruitment, site visit, interinstitutional activity) or recommended as a representative of the Libraries at an institute or workshop, the officer making the recommendation should so specify.
- If the application is for a short-term leave only and does not include a request for financial reimbursement, the authorizing officer (Librarians of the Distinctive Collections; Directors of Resources, Services, or Support; Assistant University Librarians) should inform the applicant of the disposition of the request and forward the application to the Assistant University Librarian for Personnel.

SECTION IV:

- All applications are to be forwarded to the Assistant University Librarian for Personnel.
- The Assistant University Librarian for Personnel will inform the applicant and the appropriate officers in writing of the disposition of all applications involving other than short-term leave requests.

RESEARCH AND STUDY LEAVE

51. All full-time librarians having permanent status shall be eligible to apply for research or study leave. In granting such leave, the Chief Librarian (or other administrative officer) shall ensure that the staffing requirements are adequately met. Study leave, i.e. registration in a formal program of studies, whether or not it leads to a degree, may be granted when the program of studies is of mutual benefit to the librarian and the Library. The amount of paid study leave which may be granted shall be determined by length of continuous service:

After	3 years	6 months
	4 years	8 months
	5 years	10 months
After	6 years or more	12 months

During a study leave, the librarian shall receive 50 per cent salary.

Research leave may be granted when the librarian has demonstrated the potential to benefit from the leave, and when the research proposed can be made use of in the librarian's continuing employment with the University. A 12-month research leave at 75 per cent salary may be granted after 6 years of continuous service at the University. Research leave and study leave entitlements are alternative not cumulative. Neither leave shall be regarded as a break in continuous service. Neither study leave nor research leave need be taken in a single unbroken period. Subject to the above provisions leave shall not be unreasonably denied.

52. The status of librarians on research and study leave is protected with respect to salary increases and promotion. Staff benefits shall continue on the same basis during the leave.

53. Applications for research and study leave shall be made in writing to the Chief Librarian or department head at least six months in advance. Requests for leave shall include a statement of the research and studies the librarian proposes to undertake, and upon return a report of the research and scholarship accomplished shall be provided to the Chief Librarian.

54. Librarians granted research leave may receive a portion of their salary while on leave in the form of a research grant, under the same terms and conditions as members of the teaching staff. Librarians granted study leave for work leading to a degree may, on the recommendation of the Chief Librarian, receive a portion of their salary while on leave as a fellowship.

55. If additional funds are received from other sources, the amount of salary is adjusted so that the total remuneration does not exceed 100 per cent of salary plus a reasonable amount for travel and research.

PROFESSIONAL DEVELOPMENT LEAVE

The Professional Development Committee is established by the Chief Librarian to consider and advise the Chief Librarian on applications for professional development leave. The present membership is as follows:

Mr. Denys Noden (Assistant Librarian, Technical Services), Chairman
Mr. Scott Allison (Bibliographic verification)
Mr. Ron Clancy (General Sciences Library)
Mrs. Marianne Jamieson (Cataloguing)
Mrs. Elizabeth Schwob (HaSSL, UG)

The award of professional development leave will be governed in general by the provisions of Article 25 of Part III of the Academic Staff Agreement. In addition, the Committee has formulated the following guidelines:

1. The advantage to be derived by the Library from such leave must be clearly established.

2. Professional development leave will not be granted for the purpose of qualifying for a degree. Assisted Leave for the purpose of graduate study is available under Article 23.

3. Article 25.05 shall be interpreted to mean that in any year leave may be granted for several individuals and for varying periods but in aggregate may not exceed a period equivalent to 12 months for 3% FTE of the professional staff.

4. Applications and programmes must be submitted to the Chief Librarian by October 15, for leaves to begin within the following fiscal year, i.e. April 1 to March 31.

5. The Committee will consider applications and advise the Chief Librarian of its recommendations no later than December 15 of the year of application, unless special circumstances dictate otherwise.

6. Applications will be evaluated primarily on merit. Thereafter, however, the Committee may need to take into consideration the number of applicants who may be on leave simultaneously, and the effect on operations of a particular Division.

7. Article 25.09 shall be interpreted to mean that within two months following the end of a period of professional development leave a staff member shall submit a report of activities while on leave to the Chief Librarian, and to the staff member's division head or, where the staff member is a division head, to the staff member's supervisor. While no particular format is required, this report must specify what the leave was intended to achieve, the extent to which this was accomplished, and its application to Library operations.

Application forms may be obtained from Mrs. Meyer in the office of the Chief Librarian.

GGT/jar

5/11/76

University of British Columbia Library
Policies and Procedures
C Personnel
Directive #26a
Issued by: Administration
Effective date: September 5, 1972
Cancels directive #26

APPOINTEES OF THE BOARD OF GOVERNORS - STUDY LEAVE

The prescribed conditions are as follows:

(a) Eligibility - After four years (4) continuous service.

(b) Entitlement - Based on the following formula:

Three (3) plus number of years of continuous full-time service equals number of months of partially paid study leave to a maximum of one year (eg. 3 x 5 years of continuous full-time service equals 8 months of partially paid study leave).

(c) Study Leave Salary - Fifty per cent (50%) of basic salary together with the University's full contribution to pension and fringe benefits provided the individua continues his or her own contributions. In cases where the basic salary and contributions to pension and other benefits are paid in whole or in part from grants, i.e.from non-University funds, the University can guarantee only that proportion of the study leave salary and contributions to pension and other benefits which derive from University general revenues. It is the responsibility of the individual to determine whether the grantor will allow the proportion of study leave salary and contributions to pension and other benefits to be charged to the grant and to present the necessary certification from the grantor in this regard to the University. Neither the University nor the grantor is obligated, however, to continue the full fifty per cent (50%) of salary if the individual's total remuneration from salary, fellowships and grants (excluding research and travelling expenses) exceeds one hundred per cent (100%) of his or her full salary.

(d) Study Leave Programme - Study leave permits the member of staff to pursue study or research of benefit to the individual and the University as approved by the Universty. It is assumed that, on expiration of leave, the applicant intends to return to his or her duties at this University. Study leave with partial salary will not be given for the purpose of meeting basi

qualifications. Such leave, if granted, would be without salary. However, the University will make its normal payments to his or her pension and fringe benefits, subject to the individual's contributing his or her share.

(e) Authorization of Study Leave - The application, (See Appendix A), with the Head or Director's signature, should be submitted to the appropriate Deputy President as early as possible, preferably one year in advance. The Deputy President reviews the application and submits his recommendation to the President for his consideration.

(f) Budgetary Arrangements - The department from which the staff member is proceeding on approved study leave will not be provided with any supplementary funds for his or her replacement. The financial arrangements for a replacement will be limited to the amount of unused salary provided from University general revenues. However, if the salary of the individual is provided in whole or part from grants, it is the responsibility of the individual to determine whether the grantor will allow the amount of unused salary provided from grants to be used for payment of a replacement and to present the necessary certification from the grantor in this regard to the University.

INTERNALLY

(g) The application should be submitted to the Associate Librarian. It should be well presented and documented since this may well influence its outcome with the University Administration.

A Committee consisting of the Associate Librarian, the appropriate Assistant Librarian, and where applicable the Division Head involved, will assess applications.

(h) All staff who receive study leave should submit a summary report to the Associate Librarian at the conclusion of the leave, describing and evaluating their study leave undertaking.

I. Research Assistance

The Office of Sponsored Programs provides services and support to librarians in connection with research and educational programs sponsored by federal, state, and local governments, by industrial firms, by private foundations, and by others. The activities of the Office are (1) to provide information about sources of available funding and to aid in the development of programs; (2) to carry out day-to-day administration of grants and contracts; and (3) to supply the administration and librarians with information on trends, legislative actions, policy shifts, etc. by government sponsors that may affect educational and research aims and activities of the University.

Because it is in the interest of the librarians and students that there be complete freedom to publish or otherwise disseminate the results of their research, the Office, as a matter of practice, undertakes no programs subject to the restrictions applying to government classified programs or to the restrictions deriving from proprietary rights of commercial or private sponsors.

J. Study Grants

The Office of the Director helps keep the staff informed of available scholarships, fellowships, and special grants in library science and subject fields. Qualified staff members are encouraged to take advantage of these opportunities. When mutually satisfactory arrangements can be made, exchanges

may be effected among outstanding librarians and recommended staff members of other libraries, either in this country or abroad.

K. Leaves

1. Vacation. Librarians earn 22 days of vacation with pay each fiscal year. Vacation time is accrued at the rate of two days per month up to the maximum of 22 days. Accrual of vacation days begins immediately upon employment, and newly hired librarians are eligible to begin using accrued vacation time after six months' service. After the first year of employment, the full vacation should be taken during the following fiscal year. All vacation time is to be taken at the mutual convenience of the Libraries and the librarian. Staffing needs will always be taken into account in granting specific vacation days. Holidays falling in a vacation period are not counted as part of the vacation allowance. Vacation time or compensatory time may be used for the observance of religious holidays.

The normal 22 days of annual vacation are based on the normal work week of full-time librarians. Librarians also receive one half of the student vacations during the Winter and Spring recesses. All librarians are eligible upon employment. These short periods must be taken during the recesses, or, if a librarian must cover a schedule during one of these periods, compensatory time is taken within a reasonable length of time thereafter, preferably within one month.

2. Holidays. Librarians are currently entitled to nine paid holidays each year. These holidays include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. The two additional holidays are established and announced in advance by the University Personnel Office. Compensatory time is granted to librarians working on a holiday.

3. Conference Time. Leave with or without pay may be granted to attend meetings, conferences, workshops, etc. Recommendation for leave must come from the departmental supervisor and be approved by the Office of the Director of Libraries. Approval is subject to the number of applicants and the value of the proposed leave to the individual and to the Libraries, and will necessarily be subject to budgetary limitations. Eligibility begins upon employment.

4. Leaves of Absence. Librarians may apply for leaves of absence for research, writing, study, teaching, and travel. Leaves for attention to personal business may also be requested. Requests for leave of absence are made to the Office of the Director of Libraries Leaves may be granted with or without salary and/or benefits, depending on the purpose of such leave.

Applications should reach the Office of the Director of Libraries at least six months before the leave (or leave extension) in order to allow processing and enable convenient rearrangement of service activities in the Libraries. Leave requests occasioned by certain foundation grants or reasons beyond the control of the applicant may be submitted later. The application should include all details and accompanying statements necessary for the Office of the Director of Libraries to process the recommendation. Leaves are subject to final approval by the Vice Chancellor for Academic Affairs, based on recommendations by the Director of Libraries. The Office of the Director of Libraries shall weigh the contribution that the leave will make to the professional effectiveness and personal well-being of the librarian and the best interests of the University. The Director's recommendation shall be based on the value or urgency of the leave, the length of time since the previous leave, the duration of the absence, and the disruption of other professional commitments. In reviewing the recommendation, the Director of Libraries shall also consider an equitable distribution of leaves in a given year throughout the departments of the Syracuse University Libraries. Eligibility is based on

the length of service, the nature of the project, other needs of the Libraries, and the qualifications of the applicant

Leaves of absence shall be scheduled within each department to avoid unduly burdening those who remain Some or all of the work normally scheduled for the person on leave may be suspended if such interruption is not detrimental to the Libraries.

Librarians on leave with pay normally do not accept other paid employment, except where the leave involves professional practice or experience that cannot be obtained otherwise They may, however, accept money from fellowships or grants for study, research, or travel without prejudice to their University salary, so long as such acceptance carries no obligations hindering the purpose for which the leave is granted.

A librarian on leave with pay shall be paid in semi-monthly installments unless other arrangements with the treasurer are made through the library personnel office. In the case of leaves abroad, it is possible to arrange for full or partial salary advances

When TIAA/CREF has been elected by the librarian and the University agrees to continue its contribution, it shall be on the condition that the librarian contributes a specified share. If the leave is financed by a sponsor other than the University, the University shall ordinarily expect the sponsor to assume costs of benefits during the leave, including TIAA/CREF. When a librarian suspends participation in TIAA/CREF while on leave, reinstatement requires informing the payroll office of the employee's return

Within 30 days after returning from a leave, the librarian shall submit a report to the Director. When a leave extends longer than a semester, an interim report shall be submitted not later than the end of the first semester on leave. These comprehensive reports shall not detract from the importance of forwarding urgent and immediately useful information at once.

Northwestern University Library
Policy Statement # 74-61

Issued by: Library Personnel Office

Topic: Leaves of Absence

Descriptors: leaves of absence; professional staff, leave

Chapter: II

Section: D

Subsection:

Date: September 1, 1974

POLICY: (followed by procedures and historical notes when applicable)

Conference Leave. A librarian may be granted leave to attend professional association meetings and conferences, to prepare and read papers, to assist with committee work, etc. upon approval of department heads. See policy on Expenditure of Travel Funds.

Consultative Leave. A librarian may be granted leave to lecture, consult or otherwise avail his/her expertise to another institution or group, etc. which specifically request his/her services; such activity, whether performed with or without fee, should be limited to those areas of professional endeavor deemed by the University Librarian to reflect well on the University and the Library. A librarian desiring such a leave should submit a written request to the University Librarian explaining in detail the purpose of the leave and the benefits to be accrued from it. In authorizing a leave, the University determines its length and whether or not any portion of the librarian's salary will be paid to him/her and the status of relevant fringe benefits. Consideration will also be given to the availability of a qualified replacement to carry on the absent librarian's duties.

Educational Leave. A Librarian may be granted leave to attend seminars, workshops, development programs or take courses pertinent to their professional assignment when the benefit to both the individual and the University Library can be clearly demonstrated. Time off for course work is limited to a maximum of three hours per week. The length of any of these leaves is dependent upon the nature of the study and the availability of a qualified replacement for the absent librarian. Permission must be requested in writing from the University Librarian and must carry approval of the Department Head and Division Chief.

Funded Research Leave. A librarian may be granted leave to undertake significant research or when it is judged that such a leave will be of benefit both to his/her academic interest and to the University Library. Leaves are granted so that librarians may accept such recognitions of merit as Council of Library Resources fellowships or other research oriented projects granted through the Association of Research Libraries, foundation, and other funding agencies. A librarian desiring such a leave should submit a written request to the University Librarian explaining in detail the purpose of the leave and the benefits to be accrued from it. In authorizing a leave, the University determines its length and whether or not any portion of the librarian's salary will be paid to him/her and the status of relevant fringe benefits. Consideration will also be given to the availability of a qualified replacement to carry on the absent librarian's duties.

V. TEACHING AND CONSULTING

Policies on teaching and consulting activities of non-teaching officers such as librarians vary among the Harvard faculties. However, such activities are undertaken by a number of Harvard librarians, both within Harvard and at other institutions. Librarians should speak to their chief librarians if they have been asked to teach or engage in consulting.

PURDUE UNIVERSITY LIBRARIES

Administrative Memorandum AM 19-77 (Reissued) July 1977

PERMISSION TO ENGAGE IN OUTSIDE ACTIVITY

Purpose: To provide procedures to be followed in obtaining permission and completing forms necessary to obtain approval for outside activities. The Business Procedures Manual states, "No faculty, administrative, or professional employee of the University shall be permitted to engage in any business, employment or vocation, or to accept appointment to other positions of trust or responsibility, or otherwise to divert his interest and attention from University duties, without the consent of the President of the University."

Activities covered: Consulting, employment, offices and committee assignments in professional organizations, and other positions of responsibility which affect University duties.

Procedures:

1. Before accepting any outside employment, consulting assignment, committee assignment or nomination for office, discuss the activity with the Director so that time and financial commitments can be reviewed.

2. Complete President's Office Form 32. Please note that Form 32 must be renewed every fiscal year (July 1).

3. Submit completed Form 32 to your supervisor who will recommend approval by initialing the form. The supervisor's approval does not mean that the activity has been approved. The form and necessary documentation must be submitted to the assistant director who will transmit it to the Director for final approval.

Leave without pay is authorized time away from work not covered by sick leave, vacation, or floating holidays. To ensure equitable treatment of all staff, a policy must be established.

Requests for leave will be considered in situations that may benefit either the individual or the library. Fairness toward the individual must be taken into account when considering requests as well as fairness to the department as a whole. Staff members and supervisors should plan and discuss leave requests well in advance to ensure that personal needs and department needs do not conflict.

Staff-supervisor communications and discussion should be continuous.

Examples of opportunities for which leave may be considered are:

- Maternity Leave*
- Study
- Extended illness not covered by Sick Leave
- Unusual travel
- To offer consultation services
- To accept speaking engagements
- Unusual personal circumstances

To obtain a decision, a staff member should submit a written request to the immediate supervisor, who must state in writing the reason for approving or disapproving the request. Whether or not the supervisor approves the request, it must be sent to the next immediate supervisor until it reaches the Director, who will make the final decision. Classified staff must also fill out a formal leave request to be forwarded, by the Library Administrative Office, to the University Personnel Office, if the leave is for longer than a month. When applicable, individuals receiving leave without pay should contact the insurance officer to arrange the continuation of desired coverage(s).

* Maternity leave is automatically granted for up to six months.

TRAVEL POLICIES

WASHINGTON UNIVERSITY LIBRARIES

TRAVEL POLICY

All professional librarians and full-time, non-academic staff are eligible for travel allowances to attend library or other professional meetings. Requests for travel reimbursement and professional leave are made in writing to the appropriate Assistant University Librarian prior to the beginning of each fiscal year. In addition to outlining travel plans, estimated expenses should also be submitted. Ordinarily only one paid trip per year will be approved; however, if a staff member is on a committee or panel, an additional trip is possible. Limit for each year is two trips with expenses paid.

Approved as well as disapproved requests will be returned to the requester as soon as possible after submission. The approved requests will act as authorization for subsequent reimbursement. Within the limited travel funds budget, first priority will be given to those persons who are invited to read a paper, or have official duties in connection with meetings.

For attendance at meetings, staff members, whatever their mode of travel, will be reimbursed an amount up to the actual expenses or round-trip air coach or tourist fare, whichever is less. Additional reimbursement includes registration fees (member rate), taxi or limousine service between terminals and hotels, and lodging costs. Meal costs will not be reimbursed. A limit of $300 is the maximum reimbursement allowed for any one trip.

During the fiscal year, there will be occasions when the University Library Administration requests that a staff member attend a special meeting or travel on other library business. Under these circumstances, the Library will reimburse the complete expenses of the staff member.

Staff members who wish to attend meetings without reimbursement of expenses should submit their requests as specified above. The limit for professional leave to attend meetings (with or without expenses paid) is a total of ten working days per fiscal year.

6-29-77

University of Alberta

INTER-DEPARTMENTAL CORRESPONDENCE

TO Library Academic Staff

DATE April 10, 1978

FROM Bruce Peel, Chief Librarian

Re: 1978/79 Staff Travel and Training Funds

Attached are copies of:

1. Library Staff Travel Regulations.
2. Application for Staff Travel Grant.
3. Staff Training Fund Information.
4. Staff Travel & Training Time Off Policy

You are no doubt aware that the Canadian Library Association is meeting in Edmonton this year from June 15 - 20. The last time the meeting was held in Edmonton was 1959. In order to give staff an opportunity to support this conference time off will be allowed as required for all those registered for the conference. Although financial assistance is not provided for a local conference, please complete the Staff Travel Grant form for the Staff Travel Committee records, if you plan to attend.

The Library Association of Alberta is meeting in Jasper again this year and I am authorizing assistance in the amount of $50 per staff member attending. It is understood that attendance at the two Alberta conferences will not effect consideration for attendance at other national conferences.

As the details of the Library budget have not yet been settled no commitment can be made at this time concerning conference travel. Nevertheless staff considering attending other professional or national conferences should indicate intention at this time. If you wish to apply for a conference grant submit an application to R. Banks, Secretary, Staff Travel Committee by April 21, 1978.

BBP/jar

LIBRARY STAFF TRAVEL

Regulations and Procedures:

The Library Staff Travel Committee has been established to provide assistance to members of staff who wish to attend professional meetings of their choice which have special significance to them. Certain guidelines have been developed to serve as terms of reference for administering the fund, and at the present time are as follows:

I. Meetings

(1) In general, grants are made on prior application by members of staff to attend professional national or international annual meetings of national or international societies to hear or present papers primarily concerned with their area of interest.

(2) Assistance is not given to attend overseas meetings unless the gathering is international.

(3) Assistance may be given to attend workshops, training seminars, courses, etc., that contribute to professional development and are not funded by the Staff Training Fund.

(4) Assistance is not given to attend committee meetings.

(5) Assistance is not given for side trips, executive meetings, or organizational meetings immediately prior to or following the regular annual meeting.

II. Eligibility

(1) Professional librarians and administrative and professional officers (full-time and part-time appointments) may apply for assistance after their division head has indicated approval by signing the Request Form. All such requests must be submitted to the Secretary of the Staff Travel Committee, Library Office, by a specified deadline in order to be assured of funds. Requests received after the deadline will be considered if funds are still available.

(2) Staff members on approved leave of absence with financial assistance may apply for assistance to attend similiar meetings on the same basis as outlined in II.(1).

III. Details of Assistance

(1) A contingency fund equal to 10% of the total Staff Travel Fund allocation may be established. The purpose of this fund would be to provide assistance to staff members attending conferences late in the fiscal year that were unable to be anticipated by the application deadline.

THE UNIVERSITY OF ALBERTA

LIBRARY APPLICATION FOR A TRAVEL ASSISTANCE GRANT

Name of Applicant _____

Library Department _____

Sponsor of Meeting _____

Are you a Member of this Association _____

Location _____

Purpose or Nature of Meeting _____

Are you presenting a paper? _____ Official Dates of Meeting _____

Do you require a travel advance? _____

_____ _____

Signature of Applicant Date Signature of Division Head

APPROVAL

This section for Committee use Only

Assistance Provided: FARE _____

HOTEL _____

ADDITIONAL ALLOWANCE _____

TOTAL _____

An advance of _____ has been requested for _____

_____

Staff Travel Secretary

(2) The budgeted funds available after the establishment of the contingency fund will be committed to cover assistance for all approved applications received by the deadline. If the funds are not sufficient to cover the estimated total expenses (as allowed in III.(3)) then assistance will be reduced accordingly. If maximum allowance is possible, and the budget allotment is not exhausted the remaining balance will be transferred to the contingency fund.

(3) Maximum assistance will cover the following: (availability of funds will determine actual assistance).

(a) Travel - Up to return Economy Air Fare via the most direct route, or equivalent air fare if car is used in preference. (Within Alberta bus fare equivalent)

(b) Accommodation (lodging only) - Conference rate if such is available; otherwise, regular hotel rate. Nights involved must be official nights of the Conference plus one before or after where necessary. (see Staff Travel and Training Time Off Policy).

(c) An allowance of $20.00 to assist with other expenses. This claim need not be itemized.

(d) No staff member may receive assistance greater than $500 in any fiscal year.

General Rules

1. There must be a "meeting" involved (except in cases of professional development sessions).

2. Total assistance cannot exceed out-of-pocket expenses.

3. Travel claim vouchers must be submitted after the meeting.

4. University travel regulations are applicable (refer to back of the TRAVEL CLAIM VOUCHER).

STAFF TRAINING FUND

1. Purpose of Fund: To provide financial support to staff who wish to enroll in courses of their choice that are beneficial to the individual and the library.

2. Budget Allocation: The fund is established nominally at $1,000 - approximately $15 per academic staff member.

3. Training (Courses)

   3.1 Allowed

      3.11 Workshops
      3.12 Seminars
      3.13 Off campus courses

   3.2 Excluded

      3.21 University of Alberta credit courses eligible for fee remission.
      3.22 Faculty of Extension non credit courses and seminars eligible for fee remission.
      3.23 Conference fees
      3.24 Travel

4. Administration: By the Staff Travel Committee

5. Criteria for Approval:

   5.1 Request must be for allowable training as in paragraph 3.1.
   5.2 Previous grants.
   5.3 Relevance of requested training.
   5.4 Other courses in which enrolled or application has been made (e.g. courses for which remission of fees apply).
   5.5 Absence from duties required.
   5.6 Availability of funds.

6. Application Procedure:

   6.1 Obtain application form from Staff Travel Secretary.
   6.2 Obtain division head's approval.
   6.3 Return completed form to Staff Travel Secretary, Rm. 516, Cameron.

7. Level of Financial Assistance.

   7.1 Fees up to $25.00 inclusive - 100%
   7.2 Fees over $25.00 and less than $100.00 - $25.00 and 50% of balance.
   7.3 Fees of $100.00 and greater - 62% to a maximum of $100.00

8. Unlike Staff Travel, it is improbable that training activity for the entire budget year can be anticipated. Consequently grants from the fund will be, unavoidably, more promising early in the fiscal year.

INTER-DEPARTMENTAL CORRESPONDENCE

TO: Library Academic Staff

DATE: September 17, 1975
Revised: April 10, 1978

FROM: Bruce Peel, Chief Librarian

Re: Staff Travel and Training Time Off Policy

Academic staff may apply to the Staff Travel Committee for financial support in attending appropriate conference or training courses of their choice according to the staff travel and training fund regulations as revised from time to time. Since allowed time off for this purpose has never been formalized the following will apply effective the date of this memo:

1. Time off with pay will be allowed for each conference or course for which financial support is approved by the Staff Travel Committee. Required travel time plus actual days of conference or course will be allowed to a maximum of five working days.

   1.a Regulations regarding funding and time off for the annual Library Association of Alberta (LAA) meeting have been handled on an ad hoc basis since support for provincial meetings is excluded by the staff travel regulations. This will continue to be the case.

2. Staff members elected to substantive association office may be allowed time off with pay to attend required meetings. Proposed candidates should apply to the Chief Librarian for the necessary time off prior to nominations acceptance.

3. Staff members wishing to attend conferences or courses at their own expense may be allowed time off with pay to do so, upon application to the Chief Librarian, through their Division Head. The application should indicate in what way attendance will benefit the Library.

4. Time off for travel or course attendance other than as indicated above will be a charge against vacation entitlement.

BMP/jar

BEST COPY AVAILABLE

Adopted 10-7-76

TRAVEL COMMITTEE

The Library Faculty Travel Committee is a standing committee of the library faculty whose purpose is to solicit, acquire, and disburse monies in the Library Faculty Travel Fund. The Fund is established for the active encouragement and financial support of faculty travel to and participation in opportunities for continuing education or for making professional contributions to librarianship.

UNIVERSITY LIBRARIES
UNIVERSITY OF COLORADO AT BOULDER
BOULDER, COLORADO 80309

051

Adopted 10-7-76

UNIVERSITY OF COLORADO LIBRARIES

Travel Committee

I. Definitions and Functions.

The Committee shall award travel funds from State appropriated Library Facutly travel money in Library Operations Account No. 3201-01, Budget Code 6, and other funds available to the Committee, to Library Faculty for individual professional growth and development and the improvement of Library service. (Released time is normally provided automatically by the Library Administration for these purposes.)

II. Membership.

The Committee shall consist of three faculty members to be elected by the Faculty-at-large. Members shall be elected to serve two-year staggered terms from a slate prepared by the Committee on Nominations, Elections, and Appointments. In case of a vacancy, the Committee on Nominations, Elections, and Appointments shall appoint a member to serve until the time of the next election. A member shall not serve more than two consecutive terms.

III. Funding.

The Committee shall strive to ensure adequate funding for Library Faculty travel.

A. The Committee shall recommend an appropriate amount for the Library Faculty Travel Fund (Account No. 3201-01, Code 6) to the Director of Libraries and the Budget Committee during budget preparation each year.

UNIVERSITY LIBRARIES
UNIVERSITY OF COLORADO AT BOULDER
BOULDER, COLORADO 80309

B. When the Library Administration is informed of the amount of appropriations for 3201-01, Code 6 each year, the Committee shall be notified of the amount of the Library Faculty Travel Fund. The Library Administration shall consult the Committee should any adjustments to the Library Faculty Travel Fund be necessary. The Committee shall formulate a general plan and procedure for distributing the fund.

IV. Procedures.

The Committee shall elect its own chairman and determine its own procedures each year within the guidelines indicated below:

A. Eligibility for Travel Fund Awards.

1. All Library Faculty, both full and part-time, may apply for travel funds.
2. The "University Faculty Travel" grant for 75% of airfare from one professional meeting each fiscal year is a University Faculty perquisite and as such is separate from the Library travel funds.
3. Administrative travel for the Director of Libraries, which is provided for in other ways, is exclused from consideration.
4. Administrative activities of those individuals who officially represent the University of Colorado Libraries at a meeting or activity or who attend a

UNIVERSITY LIBRARIES
UNIVERSITY OF COLORADO AT BOULDER
BOULDER, COLORADO 80309

meeting or activity at the request of the Administration are excluded from consideration.

B. Criteria for Awarding Travel Funds.

1. The funding of individual travel requests will be adjusted according to the funds available and the demands placed upon them. It is anticipated that the budget will allow only partial funding of each activity.

2. The activities supported by the Fund must be for professional growth and development of the individual and for improvement of Library service. The intent is is to fund activities of a continuing education nature. Library Faculty will not ordinarily be given travel fund awards for the purpose of attending the midwinter or annual conferences of professional associations. Travel fund awards for fees and per diem only may be requested for pre-conference and post-conference institutes.

3. Applications shall be made for transportation out-of-state but within the continental United States, including the domestic portion of international transportation. In-state travel shall be considered only for exceptional circumstances.

4. Travel funds may be granted for transportation, registration and fees, and established per diem expenses.

UNIVERSITY LIBRARIES
UNIVERSITY OF COLORADO AT BOULDER
BOULDER, COLORADO 80309

Adopted 10-7-76
9/76

5. Primary consideration shall be given to requests from the following (not necessarily listed in order of priority):
   a. Members of units planning to attend activities focused on the special concerns of their units.
   b. Library Faculty beginning their careers.
   c. Library Faculty who have not received assistance in the previous year.
6. Library Faculty may apply only for travel funds not covered by outside support.

C. Mechanics.

1. Application shall be made as early as possible to the Travel Committee on a "Travel Request Form."
2. The Travel Committee shall meet each month as necessary for consideration of and decisions on travel funding requests. Funds shall be distributed throughout the year. All travel funds shall be expended by the end of the fiscal year.
3. Awards shall be announced in the CoU Bulletin.
4. A brief, written report shall be submitted by the award recipient to the CoU Bulletin with a copy to the Travel Committee within a week after returning to work.
5. Award recipients are required to present receipts for transportation, registration and fees, and per diem expenses to support the amount of the award.

UNIVERSITY LIBRARIES
UNIVERSITY OF COLORADO AT BOULDER
BOULDER, COLORADO 80309

Adopted 10-7-76
9/76

V. Amendment.

To keep travel policy current, the Faculty Personnel Committee shall review this document each year and offer changes and amendments to the Committee on Organization.

lam

UNIVERSITY LIBRARIES
UNIVERSITY OF COLORADO AT BOULDER
BOULDER, COLORADO 80309

TRAVEL REQUEST FORM
(Submit in duplicate)

9/76

UNIVERSITY OF COLORADO LIBRARIES

NAME _____ DATE _____

DEPARTMENT _____

PLACE, ACTIVITY, SPONSORING AGENCY _____

_____

_____ DATES _____ MEMBER _____
NON-MEMBER _____

REASON FOR ATTENDING (Attach documentation as appropriate):

OUTSIDE FUNDING SUPPORT: SOURCE _____ AMOUNT _____

SPECIFIC FUND SUPPORT REQUEST

AIR TRANSPORTATION $_____ REGISTRATION & FEES $ _____

GROUND TRANSPORTATION $_____ PER DIEM $ _____

OTHER (Explain) $_____

TOTAL: $ _____

_____ _____
Supervisor's Signature Applicant's Signature

TRAVEL COMMITTEE USE ONLY

Previous Travel Committee Funding Support: Date _____

Amount $_____ Activity _____

Report Given: Yes ___ No ___

Travel Committee Decision:

_____ _____ _____
Chairperson's Signature Date Amount of Award

Approved: _____ _____
Director of Libraries Date
UNIVERSITY LIBRARIES
UNIVERSITY OF COLORADO AT BOULDER

lam

057

University of Massachusetts/Amherst
University Library

TRAVEL

I. Purpose

The purpose of this policy is to establish procedures for the reimbursement and report of staff and administrative travel.

The granting of released time and/or reimbursement for travel is based on the availability of funds and the maintenance of essential library services.

Staff Travel

Staff travel is that travel initiated by individual professional staff members and consisting of the following:

A. Attendance at professional meetings, workshops, institutes and conferences that pertain to the individual librarian's current assignment, the Library's future needs, or that will substantially contribute to the development and extension of an individual staff member's expertise.

B. Attendance at professional meetings, conferences, etc. in which the librarian is an active participant in the program or organizational structure.

Administrative Travel

Administrative travel is that taken for the purpose of conducting actual Library business or to participate in Library planning and consisting of the following:

A. To recruit.

B. To evaluate, inventory or prepare collections for shipment that have been purchased by or given to the Library.

C. To negotiate with possible donors or sources for collections.

D. To visit other libraries when an existing problem area in the Library can be related to the successful practices of another library for possible implementation here.

E. To represent the Library (or be asked to substitute for a representative) at major meetings, such as ARL, ALA, etc.

F. To meet with other library administrators in order to conduct business germane to the functioning of the Library.

G. Other travel so determined as administrative by the Director of Libraries.

II. Eligibility

Within the limits of this policy, all members of the professional staff shall

be eligible for travel reimbursement subject to the availability of funds.

III. Procedure

A. Travel Request Forms requesting released time and/or reimbursement must be filled out and approved by the requestor's Department Head, Division Head, and the Director of Libraries, and should be submitted as early in the fiscal year as possible and, when possible, no later than a deadline to be issued annually by the Budget Officer.

B. Priority for released time and/or reimbursement will be determined by:

1. Administrative travel having precedence over staff travel.

2. The value of the proposed trip to the Library.

3. The merits of the trip in terms of the professional growth of the traveler or its value to the library profession.

4. Requests submitted after established deadline will be considered subsequent to all others.

5. Staff travel will be approved up to a maximum of seven working days annually unless otherwise approved by the Director of Libraries.

C. If reimbursement has been approved, the traveler should complete a Travel Expense Voucher and file it with the Library Office as soon as possible after returning from the trip.

D. One Travel Report Form should be completed and filed through the traveler's Department Head and Division Head to the Director of Libraries. This report may be used for publication in the Library Information Bulletin.

Recommended:
Library Personnel Policy Committee
2/13/74

Approved:
Library Professional Staff
2/27/74

Attending Professional Conferences, Workshops, Association Meetings, etc.

Library staff members are encouraged to be professionally active and to attend conferences, workshops, association meetings and seminars which will develop their skills and increase their knowledge. Release time and reimbursement to attend such meetings will be granted to staff members when approved by their supervisors and the Associate Director or Director. The amount of release time granted to an individual during one fiscal year may be limited by the administration. Reimbursement of expenses may be provided to the staff in whole or in part depending upon the availability of funds. Preference for reimbursement will be given to staff who are officers in associations, committee members, or those who are presenting papers, are taking part in the program or who have been requested by the administration to attend a meeting. Reimbursement of some expenses may be made to encourage staff to attend meetings that will broaden and deepen their knowledge and awareness of librarianship. Preference will be given to staff who are members of the hosting association.

A report detailing any information learned or a record of any sessions attended should be submitted to the Director of Libraries upon the staff member's return.

Staff members wishing to request travel funds must submit UMC Libraries Form #130, Request for Travel Funds. It is recommended that this form be submitted as far in advance as possible.

Visits to Other Institutions

Staff members are encouraged to visit other libraries, institutions or businesses which work with libraries in order to study new ideas, to observe new techniques and to discuss mutual problems. The Library will support through release time and/or travel expenses approved visits by either academic or non-academic staff members. Proposals for such visits should be submitted to the appropriate supervisor, , and if approved, then to the Associate Director. Form 130 may be used for this purpose. A report detailing the information learned from each trip should be submitted to the Associate Director upon return from the visit. A copy of this report will be maintained in the staff / member's personnel folder.

TRAVEL

The criteria for Appointment, Reappointment, and Promotion, adopted by the library faculty, reflect the importance placed upon participation by library faculty in professional and scholarly activities. To the extent that budgetary constraints permit, the Dean attempts to assist faculty in the pursuit of such activities. This assistance is premised on achieving the greatest degree of equitable participation by the entire faculty.

The following policies and procedures will cover the availability and use of travel funds for the library faculty.

Guidelines

(1) Schedules of library service must be maintained at all times. The heads of the respective units will advise as to the impact on service of a requested absence for such purposes.

(2) Travel funds are available for major conventions, meetings and training sessions outside New York City. These funds will not cover membership dues, registration fees, or copies of proceedings.

(3) Benefit to as many interested librarians as possible will be the guiding principle for sharing the travel funds.

(4) Release time, subject to the limitation of maintaining schedules of library service, to attend professional and committee meetings is available to all faculty.

(5) Individuals are expected to report to colleagues at general or unit faculty meetings on conference attendance.

Criteria

(1) General: Faculty are required to be members of the organization at which participatory attendance is expected. Travel and lodging expenditures are to be modest in character. Travel shall be reimbursed for economy class. Lodging on double occupancy basis, whenever possible, is suggested.

(2) Priority: Subject to availability of funds the following will prevail:

(a) As a participating member, e.g. speaker, panel leader, etc., full travel and hotel expenses are in order.

(b) As a committee member or "active" participant in a committee or group, active being defined as a contributor to a committee's activities and functions during the year, full travel expenses are in order.

(c) As non-participating members and interested librarians in instances where topics of special interest warrant attendance, partial subsidy of travel expenses is in order.

Procedures

The directors are responsible for the administration of the above guidelines and criteria. Individual faculty members are expected to submit their plans and expectations to the appropriate director as regards attendance and participation at conferences by October 1 in the academic year in which travel is anticipated.

Recommendation by the director will be forwarded to the Dean who will make the final determination and inform the applicant. The Dean will then authorize the encumbrances or release of the appropriate funds, including instruction for the required documentation of expenses.

PURDUE UNIVERSITY LIBRARIES

Administrative Memorandum AM 9-77

(Reissued) July 1977

TRAVEL GUIDELINES

These guidelines are being issued to amplify the university travel regulations and to assist you and the appropriate supervisors in making requests for authority to travel. A booklet entitled Purdue University Travel Regulations summarizes the University policies and procedures, which are more fully described in the Business Procedures Manual Section 8.80 ff.

1. The purposes of the guidelines are to:

   1.1 Clarify criteria for determining reimbursement

   1.2 Facilitate travel request approval

   1.3 Coordinate travel arrangements

   1.4 Enable the appropriate supervisors to be informed of faculty and staff travel status

   1.5 Maintain proper insurance status

   1.6 Maintain records in accordance with University travel regulations.

2. Reimbursement

   The following guidelines should be used in determining reimbursement for travel:

   2.1 Reimbursement of fees, travel, per diem, etc. may be made if the requestor meets one of the following prerequisites:

      a. an officer of a professional association and travel is not paid by the association

      b. a committee member required to present a paper

      c. a paper is being presented

      d. asked to attend by the Director of Libraries/AVC

   2.2 Partial reimbursement may be made if the above prerequisites are not fulfilled but some benefits may be derived either for Purdue or for the professional growth of the staff member.

   2.3 University cars will not be authorized for state meetings of professional associations (SLA, ASIS, IAECT, ILA, etc.).

3. Procedures

The procedures below should be followed for all travel requests. Exceptions, which may be necessary, must be approved by the appropriate Assistant Director who will assist in expediting approvals.

3.1 All requests must be submitted on Form 17, "Request for Authority to Travel on University Business", through the Fiscal Office, for all work-related travel, unless staff member is covered by blanket travel form 17-B. For reasons of Workmen's Compensation insurance Form 17 should be submitted whether or not reimbursement is requested.

3.2 All travel requests must be submitted at least four weeks in advance of the departure date. Requests submitted later than the deadline run the risk of being denied. Appropriate documentation should be attached to Form 17.

3.3 If only car expense is involved, only the driver is required to sign the Form 17. Anyone riding in the same car must be listed on the form.

3.4 Any faculty or staff traveling in a University vehicle with another staff member must have his or her name on a form as accompanying a driver. The assignment of drivers and passengers will be made in the L/AVC Office.

3.5 Requests must be routed through and approved by appropriate supervisors.

3.6 Supervisors should forward all requests to the Assistant Director for Administrative Services.

3.7 Travel requests will be signed by the appropriate Assistant Director after they are approved by the Administrative Committee.

3.8 Staff members and supervisors will be notified of the status of requests.

4. University Vehicles

The Fiscal Office will assist in the preparation of the appropriate document and reservation of vehicles with the Transportation Service. It is essential that travel requests involving more than one person be coordinated so that everyone may be included on the Form 17, the proper size vehicle reserved and that supervisors may be aware of travel status.

5. State Meetings of Associations

Travel arrangements for state meetings of professional associations (SLA, ASIS, IAECT, ILA, etc.) should be made by the individuals involved. The use of University vehicles will not be allowed.

There may be times when a notice of four weeks is not possible. These instances will be handled on an exception basis and it is the responsibility of the individual involved to insure that approvals are obtained prior to departure.

University Library Council Memorandum #4

EXPENSE REIMBURSEMENT FOR ATTENDANCE AT PROFESSIONAL MEETINGS AND DEVELOPMENT PROGRAMS

This memorandum explains the Academic Staff-Libraries policy on reimbursement for expenses incurred during travel to conferences and on Library business. It indicates the procedure for seeking authorization for such activities, the roles of various administrative officers in determining levels of reimbursement and the correct means of complying with the University's accounting regulations. This should in no way be construed to contradict or alter the stipulations regarding travel expense reimbursement which are set out in the Administrative Guide.

I. General Policy

It is the policy of the University to encourage the professional development and effectiveness of Academic Staff-Libraries by providing funds for appropriate travel. Funds for these purposes, however, are limited and the following procedures are intended to obtain the maximum benefit from travel funds for both the individual and the institution.

II. Guidelines for Approval of Reimbursement

The following categories of travel may be supported by the Library, depending on available funds and considering:

A. The operational requirements of the applicant's department;

B. Demonstration of an active interest in and contribution to professional or technical activities by the librarian;

C. The significance of the meeting for work at Stanford or relevant professional development of the librarian;

D. Availability of funds.

1. Travel to conduct library business

The Library will fully cover reimbursable travel expenses of Library staff members who act as official representatives of the Library at meetings or conferences, or who must travel as part of their responsibilities at Stanford. Such official designation should be made in writing by the appropriate Library Director to the librarian.

2. Travel to conduct professional business

The Library may authorize time off and may contribute toward the reimbursable travel expenses of members of the Academic Staff-Libraries who are active participants in activities of regional or national professional organizations and who are required to travel as a result of this participation. Active participation may be demonstrated by election to high office

in a regional or national professional organization, membership on a major committee or presentation of a prepared paper.

3. Staff development travel

The Library may authorize time off and may attempt to provide partial support toward reimbursable expenses to enable interested members of Academic Staff-Libraries to take part in meetings or conferences of regional or national professional organizations.

III. Submission of Requests

In general, requests should be submitted to the Director and should include the name of the meeting and, where possible, dates, location, fees and related expenses; details may be obtained from the appropriate Library Director. When appropriate it should also include the Department Chief's recommendation regarding the request, concentrating on the importance of the participation to the Librarian and the Library. If the Librarian is to be sent to a conference as an official representative, this should be indicated on the request.

IV. Decision on Approved Travel and Level of Reimbursement

Final decisions regarding allocation of funds will be made by the Library Director. Decisions are made by applying the guidelines in Paragraph II to all requests and working within the budgeted funds. Individual notices will be sent to each Librarian indicating the disposition of requests and the amount of support provided.

Approval may be extended for time off to attend a meeting without financial support, so that absence from work will not result in loss of compensation or vacation. Decisions regarding such requests are made by applying the guidelines in Paragraph II.

Cancellations in approved travel plans must be reported to the Library Director (or in case of the University Libraries, Library Personnel Officer) immediately so that funds can be re-allocated.

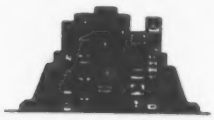
V. Reimbursement of Expenses

The procedure for reimbursement follows the Administrative Guide Memo 36. Information regarding specific procedures in each Library is available from the Library Director.

VI. Trip Report

At the conclusion of all staff development activities approved under the guidelines of this memorandum, a report describing the meeting or activity and the usefulness of participation is to be submitted by the Librarian via the individual's Department Chief to the Library Director.

TEXAS A&M UNIVERSITY LIBRARIES
Sterling C. Evans Library



November 20, 1976

RE: Fringe Benefits

Enclosed please find a copy of Texas A&M University Libraries "General Guidelines for Travel Fund Allotments" to be included in the SPEC Kit on Fringe Benefits if you can still use it. It should be noted that we do not have to make up time for any of the three types of travel described. Also, an individual is not required to be delivering a paper or be any other part of the program in order to be funded for Professional Development Travel. The amount of money allocated for travel will vary, of course, from year to year. However, there is usually enough funding available so that each library faculty member, and some support staff, may attend at least one meeting per year with all travel expenses (only) paid. In order that the money can be distributed as widely as possible, the Library faculty voted not to fund per diem, except for Administrative Travel, and not to fund any travel to destinations within a 200 mile radius of Texas A&M unless for Administrative purposes.

The other benefit you might wish to include in the Kit is our four hours per week Professional Development Time available for every professional librarian. Each week, we may set aside four hours to work on research projects, to writing journal articles, work on committee activities, attend classes, etc. While we are not the only institution which offers Professional Development Time, I think it is a fairly unusual practice.

College Station, Texas 77843 713-845-6111

Approved 2/21/78

University Library
Texas A&M University
College Station, Texas 77843

RECOMMENDATIONS FOR GENERAL GUIDELINES

FOR TRAVEL FUND ALLOTMENTS

1. Travel funds should be divided among Administration, Special Collections, Medical Sciences, Collection Interpretation, and Collection Development. Each fund should be based on a proportional system which considers the number of professionals within the section and special demands made upon it. However, funds are not limited to use only by faculty members. The amount of money allocated to each section shall be determined by the Director of Libraries.

2. Required trips as defined by the Director of Libraries or the Assistant Directors should be fully funded whenever possible. All other travel should be funded to the extent of transportation costs only. Travel within a 200 mile radius of TAMU will not normally be funded.

3. Three types of travel are recognized:
   A. Administrative - Trips to represent Texas A&M University in some official capacity, trips to examine potential purchases by or gifts to Texas A&M University, and trips to pick up materials purchased by or given to Texas A&M University.
   B. Professional Development - Trips to workshops, institutes, and meetings of professional organizations. Funding will not normally be approved unless the requestor is a member of the sponsoring organization.
   C. Research - Trips to collect information related to a research project. They are not to be funded from travel funds but may be included in research proposals and funded through this source.

   Announcements of conferences, workshops, meetings, etc. should be posted so that all interested persons can apply for travel funding.

4. Application for travel funds should be made as early as possible, preferably no later than three weeks before the travel is to take place. The proper travel request form should be completed and submitted to the appropriate administrative officer (see attached). Unless the application is submitted and approved prior to the trip, funding will be approved only in very unusual circumstances. Applications should be submitted in duplicate.

5. The appropriate administrative officer shall review all travel requests and recommend approval or denial and forward the request to the Director. Consideration may be given to the importance of the travel to the Libraries and to the inidividual and to the amount of travel funds the individual has received previously.

6. Applicants shall be notified in writing regarding the approval or denial of the request as soon as possible, preferably two weeks before the proposed trip.

7. The Director of Libraries shall prepare and distribute to the faculty a report in January and August on the distribution of travel funds, indicating how much has been spent, by whom, and for what.

8. Every individual receiving travel funds for a Professional Development trip shall submit a written report on the trip to the Director of Libraries for routing to the Libraries faculty. Reports shall be submitted as soon as possible after returning.

PROFESSIONAL DEVELOPMENT TRAVEL REQUEST FORM

_____ _____
Name Unit

Meeting you wish to attend, location, dates:

Are you an individual member of the sponsoring organization? YES NO

Approximate cost of transportation: _____

Approximate cost of per diem: _____

TOTAL FUNDS REQUESTED _____

TOTAL FUNDS APPROVED _____

Reason for reduction:

Justifications for attending and benefit to Texas A&M University:

Last trip at University expense: Organization, location, dates:

Last trip at personal expense: Organization, location, dates:

Other trips during preceding twelve months:

SIGNED _____ DATE _____

APPROVAL RECOMMENDED _____ DENIAL RECOMMENDED _____

APPROVED _____ DENIED _____

Date _____

ADMINISTRATIVE TRAVEL REQUEST FORM

_____ _____
Name Unit

Reason for proposed trip:

Approximate cost of transportation: _____

Approximate cost of per diem: _____

TOTAL FUNDS REQUESTED _____

SIGNED_____ DATE_____

APPROVAL RECOMMENDED_____ DENIAL RECOMMENDED_____

APPROVED_____ DENIED_____

Date_____

Travel

All librarians may apply for travel funds. People are asked to submit all requests at the beginning of the fiscal year and the Director then makes the allocations. Usually only partial funding is possible. All absences to attend conferences, etc. should be reported to the Director's Office in advance, regardless of whether or not the person receives funding. Total Travel budget $10,000, people usually receive a 40-50% funding for 1 trip per yr.

Faculty ID Card

All librarians should receive a faculty ID card within 3 to 4 weeks of employment. Librarians employed on an hourly basis can also obtain an ID card by getting a letter from the Director's Office and taking it to Employee Benefits. The faculty ID may be used to cash checks at the Student Center, check out books from the library and to receive a 10% discount on items purchased at UK Bookstore and to use the facilities at Seaton Center.

Parking Permits

Any employee wishing to park on campus must have a parking permit. To obtain a permit, one needs to have a signed form from the Director's Office to take to Safety and Security. The cost of the A permit is deducted from the employee's paycheck.

$3/mo.

BEST COPY AVAILABLE